



City of Springdale
Community Development Block Grant Program
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Community Development Block Grant Program

Monitoring Plan

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United States Department of Housing & Urban Development

Little Rock, Arkansas (Field Office)

Fort Worth, Texas (Region VI Office)

Washington D. C. (National Office)

Monitoring Plan

Purpose:

1. The purpose of this plan is to establish uniform standards for conducting monitoring reviews of sub-recipients that have an active agreement with the City.
2. Another purpose is to conduct annual inspections of single-family owner-occupied homes that received federal housing rehabilitation assistance and have an active Deferred Forgivable Loan Agreement.

Objectives:

1. To ensure sub-recipients comply with all applicable rules and regulations regarding the Community Development Block Grant Program, especially financial management. Identify areas where technical assistance may be needed by sub-recipients.
2. To verify the original applicants (homeowners) still live in the home and are taking care of the home and the improvements made. In some cases the inspection of single-family owner-occupied homes may be a drive-by, to verify the property is not in violation of any city ordinances and to ensure the exterior of the dwelling is in good condition and being maintained. In some cases an inspection of the interior of single-family owner-occupied homes shall be conducted to ensure the original applicants (homeowners) still live there and are taking care of the interior of the home and improvements.

Programs:

1. Administration: The Administration Program is performed by the City's Community Development Block Grant Program Director. The Program Director shall be responsible for managing the day-to-day operations of the Community Development Block Grant Program. The Program Director is also responsible for monitoring non-profit agencies hereinafter referred to as "sub-recipients" and all activities carried out with Community Development Block Grant Program funds to ensure compliance with applicable rules, regulations and that performance measures are being achieved. The Program Director and the City's Finance Director shall be responsible for monitoring all Community Development Block Grant Program funds, Program Income, cash-on-hand, and funds disbursed. The Program Director shall review the Annual Action Plan quarterly to ensure the objectives are being carried out and that performance measures are being achieved.
2. Public Services: All sub-recipients that are awarded funds from the Community Development Block Grant Program to carry out Public Service Activities shall be monitored by the Program Director during the term of the agreement between the

City and the Sub-recipient. The Program Director shall conduct a minimum of two on-site visits to the sub-recipients place of business. The site visit shall be conducted during normal business hours of the sub-recipient(s). A memo shall be placed in the sub-recipient's file indicating the date, time and address of the site visit, along with any other pertinent information such as name of person conducting the site visit, sub-recipient's staff the Community Development Block Grant Program Director consulted with, number of clients present, activities in progress, etcetera. Sub-recipients shall provide to the Community Development Block Grant Program Director a quarterly or semi-annual report detailing the amount of funds expended along with all statistical information available. T

3. **Public Facilities:** All sub-recipients awarded Community Development Block Grant Program funds to carry-out rehabilitation or improvements to a public facility that provides a Public Service to low-to-moderate-income individuals and/or families shall be monitored by the Program Director during the term of the agreement between the City and the Sub-recipient. The Program Director shall conduct a weekly inspection during the actual rehabilitation or improvements of a public facility. The sub-recipients shall provide to the staff a monthly report detailing the progress of the improvements made along with the amount of funds expended.
4. **Housing Services:** The Community Development Block Grant Program Director shall inspect all properties that received federal housing rehabilitation assistance. The inspection shall be conducted on an annual basis and on or about the date the housing rehabilitation project was completed, during the term of the Deferred Loan Agreement. A monitoring report will be completed and made part of the homeowner's Housing Rehabilitation file. The report will include the name of the person conducting the inspection, date of the inspection, condition of the structure and property, and any other pertinent information. This policy shall ensure that the homeowner that received assistance from the Community Development Block Grant Program still occupies the home and is in compliance with all conditions regarding the receipt of federal funds.
5. Additional information about the Community Development Block Grant Program can be found on the City's web site at: www.springdalear.gov
 - select Departments
 - select Community Development